

875004/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **TRAINING ADMINISTRATOR**

DEFINITION

Under general direction, to plan, develop, implement and administer training and staff development programs for City employees; to assist in other personnel activities as assigned; and to do related work as required.

REPORTS TO: Human Resources Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, procedures and priorities.
- Confer with management and supervisory personnel to determine departmental and City-wide training needs and goals.
- Chair City training committee to review training needs and access training priorities.
- Develop training programs utilizing other governmental, educational and private agencies, consultants and subject matter specialists.
- Develop in-house training and orientation programs as required, preparing program materials and visual aids.
- Train selected operating personnel to develop and lead training programs.
- Maintain liaison with area training facilities and personnel for assistance and program coordination.
- Compile data and information for use in writing training manuals and materials, handbooks and other training aids.
- Conduct workshops, conferences and training sessions as required.
- Participate in preparation of and monitor the City training budget.
- Maintain records and prepare reports on training activities.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of planning, developing and implementing staff development programs.
- Employee training resources, equipment and aids.
- Organization and functions of City departments.
- Techniques and methods of in-service training.
- Organization, management and supervision theory.

Ability to:

- Plan, organize, conduct and evaluate training programs.
- Write manuals, handbooks, lesson plans and prepare audio-visual and technical aids.
- Present ideas effectively both orally and in writing.
- Establish and maintain effective working relationships with management, employees and others engaged in training activities.
- Speak effectively and lead conferences, discussion groups and training sessions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in education, business or public administration or closely related field.

Experience: Three years experience in the development and implementation of in-service training or vocational training programs.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Training Administrator

TO: